Instructions for Group Programs

The following are instructions for completing the forms required for participation in YoungStar for licensed group child care programs.

If you are in the Process of being Licensed

If you are in the process of being licensed, you should complete this Contract to the best of your ability and return it to your local YoungStar office as soon as you know you want to care for children in the Wisconsin Shares child care subsidy program.

If you do not know some of the information (for example, your Provider Number, Location Number or Facility Number) you should still submit the form. You **CANNOT** receive Wisconsin Shares reimbursement for any care provided before this YoungStar Contract is returned to your local YoungStar office. You may return this contract to your local YoungStar office before you receive your license.

If you return this contract to your local YoungStar office before you receive your license, you are responsible for contacting the local YoungStar office as soon as you receive your license so you may begin YoungStar services and to ensure that Wisconsin Shares payments are received in a timely manner.

Note: In the past, two forms were required for participation in YoungStar (the YoungStar Participation Request AND the Wisconsin Share Contract). Beginning in 2012, these forms have been combined into one form called the YoungStar Contract. If you have never participated in YoungStar before, fill out the YoungStar Contract. If you are currently participating in YoungStar, DO NOT use the YoungStar Contract to reapply, instead you will be mailed a YoungStar Contract Renewal approximately 60 days before your YoungStar anniversary date. Your YoungStar anniversary date is the anniversary of the date you were given your first YoungStar rating. If you have any questions about this process, contact your Local YoungStar Office.

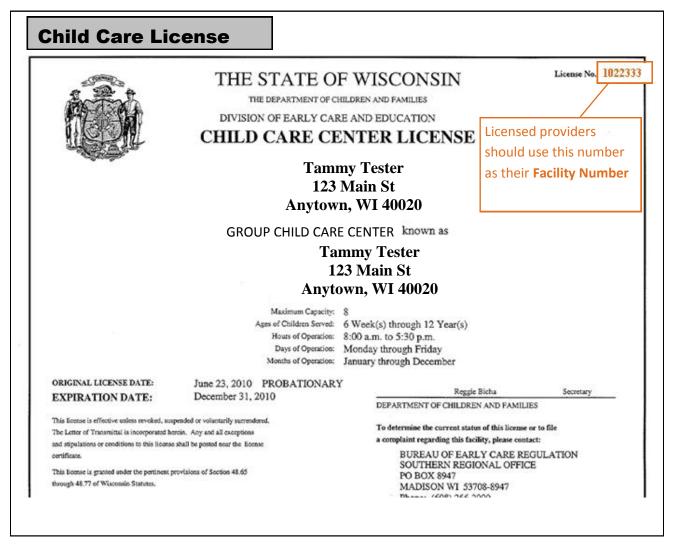
If you have any questions about completing the form or about YoungStar in general, please call your Local YoungStar Office. To find your Local YoungStar Office, see the map at the following web site: http://dcf.wisconsin.gov/youngstar/map/default.htm. If you do not have access to the internet, please call the main YoungStar number:

1-888-713-KIDS

A. To complete the forms have the following THREE pieces of information ready:

1. Your Facility Number:

For licensed programs this number is the same as your License Number, found in the upper-right corner of your License (as shown below).



Programs currently serving children who receive Wisconsin Shares subsidies

For programs that are currently caring for children who receive Wisconsin Shares, if you have access to the Child Care Provider Information (CCPI) web site, you can also find your **Facility Number** on the CCPI web site after you log in (shown below).

If you do not have access to the CCPI web site AND you are serving children who receive Wisconsin Share subsidies, you may request access at http://dcf.wisconsin.gov/childcare/ccpi/default.htm



2. Your Wisconsin Shares Provider Number:

<u>Programs not currently serving children who receive Wisconsin Shares subsidies</u>
If you are not currently serving children who receive Wisconsin Shares, you will not have this number. In this case, write "Not Applicable" in the section that asks for your **Provider Number** on the

YoungStar Contract form.

Programs currently serving children who receive Wisconsin Shares subsidies

For programs that are currently serving children who receive Wisconsin Shares, the **Provider Number** can be found in the upper-right corner of your Child Care Authorization (as shown below), on your Wisconsin Shares check or on your direct deposit slip for Wisconsin Shares. Alternatively, if you have access to the Child Care Provider Information (CCPI) web site, you can find your **Provider Number** on the CCPI web site after you log in (as shown on page 3).

If you do not have access to the CCPI web site AND you are serving children who receive Wisconsin Share subsidies, you may request access at http://dcf.wisconsin.gov/childcare/ccpi/default.htm



Provider Number: 380036563

MILWAUKEE MILWAUKEE ENROLLMENT SERVICES PO BOX 05676 MILWAUKEE, WI 53205 State of Wisconsin Wisconsin

Date: 06/22/2010

Provider Location: 001

000002 RANDY'S GROUP CARE, INC 111 SIDE ST

MKEE, WI 53535

Provider Type: Licensed Group

Child Care Authorization Information

Case Information	Worker Information
Case Number: 4700482249 Primary Person: DAILY ATTENDANCE SMRF Date: 06/30/2010	Contact your Child Care Liaison.

Ending Authorizations - The following authorizations at Child's Name / Date of Birth		J. See be Hours Per	low for details Auth Begin	Auth End Date	Weekly Amount	Hourly Amount	Rate Effective
		Week	Date				Date
ANNIE ATTENDANCE 01/01/2008	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010
*ADAM ATTENDANCE 01/01/2005	E	45	01/03/2010	06/12/2010	\$100.00	\$ 2.86	01/03/2010
ANNA ATTENDANCE 01/01/2006	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010
ANNELIESE ATTENDANCE 01/01/2009	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010



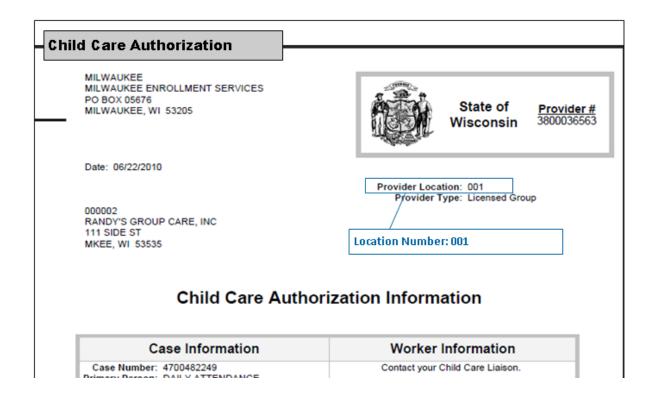
3. Your Location Number:

<u>Programs not currently serving children who receive Wisconsin Shares subsidies</u>
If you are not currently serving children who receive Wisconsin Shares, you will not have this number. In this case, write "Not Applicable" in the section that asks for your **Location Number** on the YoungStar Contract form.

Programs currently serving children who receive Wisconsin Shares subsidies
For programs that are currently serving children who receive Wisconsin Shares, the **Location Number** may be found near the upper-right corner of your Child Care Authorization (as shown below), on your Wisconsin Shares check or on your direct deposit slip for Wisconsin Shares.

Alternatively, if you have access to the Child Care Provider Information (CCPI) web site, you can find your **Location Number** on the CCPI web site after you log in (also shown on page 5).

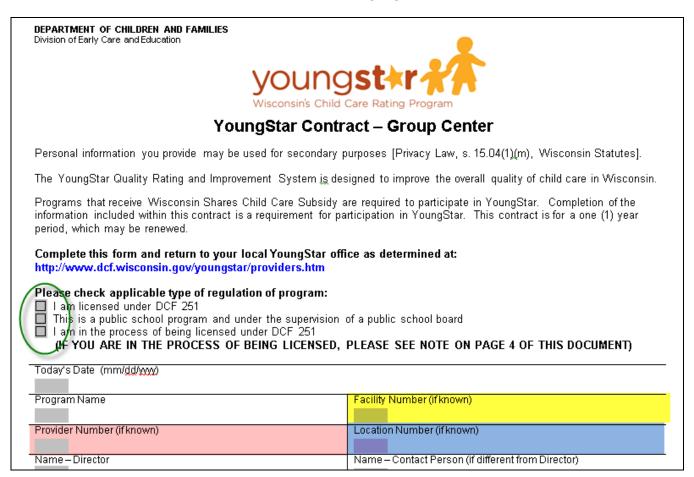
If you do not have access to the CCPI web site AND you are serving children who receive Wisconsin Share subsidies, you may request access at http://dcf.wisconsin.gov/childcare/ccpi/default.htm





B. Filling out the YoungStar Contract—Licensed Group Programs

- 1. Check the box that corresponds with your regulation status (circled below)
- 2. When you have gathered your Facility Number (if applicable), Provider Number and Location Number (if applicable), enter this information into the YoungStar Contract –Group Center (as shown below).
 - Enter the **Facility Number** in the yellow highlighted area.
 - Enter the **Provider Number** in the pink highlighted area.
 - Enter the **Location Number** in the blue highlighted area.



- 3. Fill in the contact information for the program (highlighted in yellow below).
- 4. Fill in the number of classrooms you have, the number of children of all ages that you serve and ages of those children (highlighted in green below).
- 5. If your program receives funding from Head Start or from a public school 3K or 4K collaboration/program, check the box below the enrollment information (circled in orange).

Provider Number (II known)	Locatio	n Number (II kno	Wn)	
Name - Director		Name – Contact Person (if different from Director)		
Address - Child Care Program/Center (Stree	t, City, Zip Code)		County/Tribe – Child Care Program/Center	
Telephone Number	Cell Phone Number		Fax Number	
Email				
Number of Children Currently Enrolled	Number of Classrooms	Age Ra	Age Range of Children Served	
My program receives funding from H 4-year-old kindergarten (4K) for som	ead Start and/or from a public e portion of my programming.	school to provi	de 3-year-old kindergarten (3-K) or	

6. Read the information on pages 1-2 of the YoungStar Contract to guide your decision about what type of support you choose for your program.

If you have questions about which type of rating you should choose, please contact your Local YoungStar Office. To find your Local YoungStar Office, see the map at the following web site: http://dcf.wisconsin.gov/youngstar/map/default.htm. If you do not have access to the internet, please call the main YoungStar number:

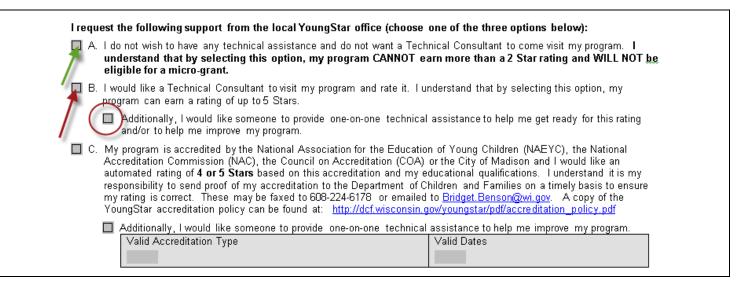
1-888-713-KIDS

7. Choose the type of YoungStar support you want.

Non-Accredited Programs: Programs that <u>are not accredited</u> through the National Association for the Education of Young Children (NAEYC), the National Accreditation Commission (NAC), the City of Madison or the Council on Accreditation (COA) choose the type of support they want through YoungStar.

Option A: If a provider would like to be given a rating based upon education and training alone and does not want someone to come into their program, they should check Box A (shown by the green arrow below).

Option B: If a provider would like to someone to come into their program to rate them based upon all of the quality indicators in YoungStar, they should check Box B (shown by the red arrow below). Additionally, if the provider wants free one-on-one Technical Assistance to help prepare for the rating, they should check the box under Box B (circled below).



Accredited Programs: Programs that <u>are accredited</u> through the National Association for the Education of Young Children (NAEYC), the National Accreditation Commission (NAC), the City of Madison or the Council on Accreditation (COA) must check Box C (shown by the purple arrow below) and enter information about their accreditation into the box (highlighted below). These programs must also choose if they want to receive Technical Assistance or not. If they want Technical Assistance, they should check the box under Option C (circled below).

Head Start Programs: Programs that have any portion of their day as Head Start, should check Box D (shown by the blue arrow below).

I request the following support from the local Young	Star office (choose one of the three options below):
	nd do not want a Technical Consultant to come visit my program. I program CANNOT earn more than a 2 Star rating and WILL NOT be
B. I would like a Technical Consultant to visit my propriate program can earn a rating of up to 5 Stars.	ogram and rate it. I understand that by selecting this option, my
Additionally, I would like someone to provide and/or to help me improve my program.	one-on-one technical assistance to help me get ready for this rating
Accreditation Commission (NAC), the Council on automated rating of 4 or 5 Stars based on this a responsibility to send proof of my accreditation to my rating is correct. These may be faxed to 608-	ation for the Education of Young Children (NAEYC), the National Accreditation (COA) or the City of Madison and I would like an occreditation and my educational qualifications. I understand it is my the Department of Children and Families on a timely basis to ensure 224-6178 or emailed to Bridget.Benson@wi.gov. A copy of the http://dcf.wisconsin.gov/youngstar/pdf/accreditation_policy.pdf
Additionally, I would like someone to provide Valid Accreditation Type	one-on-one technical assistance to help me improve my program. Valid Dates
	r-old kindergarten (4K) (check the box below if applicable) t and/or from a public school to provide 3-year-old kindergarten (3K) or of my programming.
If you checked this box, please answer the fo	llowing questions:
	icated to 3-K or 4-k:
old kindergarten (4K)" option. Stand-alone I will receive a rating of 5 Stars and should East Washington Avenue, Madison, WI 53 YoungStar office. For programs that provide funded three-year-old/four-year-old kindergar	build choose the "Head Start and 3-year-old kindergarten (3K) or 4-year- lead Start programs with no deficiencies in their triennial review send their YoungStar Contract to DCF YoungStar Program at 201 708. All other programs should return the Contract to their local child care in combination with Head Start services or public school- ten, eligibility for technical assistance and YoungStar rating will be Star does not provide services to stand-alone Head Start programs or old kindergarten classrooms.

8. Sign and date the form

All programs must sign and date the **YoungStar Contract** in order for the form to be complete (highlighted below). **The form will not be complete if it is not signed.**

As a YoungStar program participant, I certify that my program:

- Is currently either licensed by the State of Wisconsin; certified within Wisconsin; has a current contract with a school board
 in the State of Wisconsin to provide care to children in the district of said school board, or is in the process of becoming
 licensed by the State of Wisconsin or certified within Wisconsin
- Has received information, understands YoungStar participant responsibilities and agrees to meet all YoungStar requirements.
- Is willing to provide services for children for which Wisconsin Shares Child Care Subsidy Program reimbursement is made.
- Agrees to comply with all requirements spelled out in the Child Care Authorization form, including: reporting actual hours of
 attendance for all authorized children in care; immediate notification that a child is no longer attending my program upon
 becoming aware of change in attendance; caring for no more children than regulation rules allows, including private pay
 and subsidized children.
- Agrees to accurately represent my YoungStar rating.

I,	agree to follow all Wisconsin Shares Child Care
Subsidy Program attendance reporting requirements, including accur	ate and timely reporting, as indicated in
Wisconsin State Statutes 49 155 and Administrative Rules DCF 201.	I have read and agree to follow policies as indicated in
the Wisconsin Shares Subsidy Policy Guide for Child Care Providers.	As a child care program I agree to record actual arrival
and departure times and maintain these records in an accessible form	nat for later possible review.

SIGNATURE - Authorized Representative for Child Care Program

Date Signed

D. Return the YoungStar Contract to Your Local YoungStar Office

Programs must return the YoungStar Contract form to their Local YoungStar Office.

To find your Local YoungStar Office, see the map at the following web site: http://dcf.wisconsin.gov/youngstar/map/default.htm. If you do not have access to the internet, please call the main YoungStar number:

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After sending in both forms to your Local YoungStar Office, you will receive a contact from them within four weeks of the date they receive your materials. However, if you have any questions in the meantime, do not hesitate to call them.